

# Process for Filing a Complaint

## PREREQUISITE TO FILING A COMPLAINT:

- a United States citizen,
- a civilian employee (including Non-Appropriated Fund) or former employee,
- an applicant for employment at FGAVA

What tangible employment action have you suffered?

- Promotion
- Training
- Award
- Leave Request
- Evaluation
- etc.

And you feel you have been discriminated against because of:

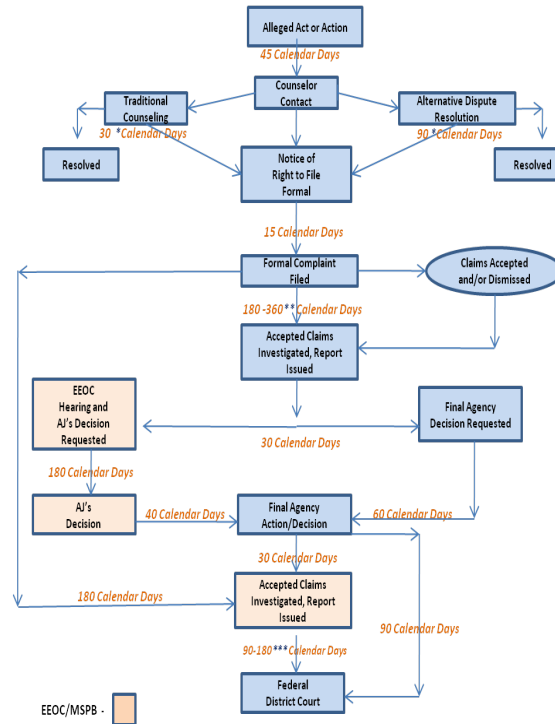
- Race
- Color
- Religion
- Sex (including pregnancy)
- National Origin
- Age (Over 40)
- Mental/Physical Disability
- Reprisal (prior EEO activity)
- Genetic Information

Then, you have the right to file a complaint of discrimination with the US Army Fort Gregg-Adams Installation EEO Office within **45 CALENDAR DAYS** after the alleged act of discrimination.

Even though an employee has the right to seek redress through the EEO complaint process without going through the chain of command, we strongly recommend that you first seek resolution for perceived incidents of discrimination through your chain of command.

## EEO Complaint Processing Procedure

### Overview of EEO Complaint Process



\* - Maximum time for Counseling/ADR

\*\* - Maximum allowable Investigation time where amendments filed or complaints consolidated.

\*\*\* - 90 Calendar Days to file civil action after receipt of decision; 180 Calendar Days to file civil action if no decision is received.

## Where We Are

We are located in Building 9028, 1403 Sustainment Ave. (Next to the Post Office) Handicap parking and accessibility available.

### Mailing address:

1403 Sustainment Ave  
Hobby Hall, Bldg 9028 Suite D  
Fort Gregg-Adams, VA 20801  
Commercial: (804) 734-6835;  
734-6664; 734-6666, 734-6668, 734-6669 (fax)  
<https://home.army.mil/greggadams/eoo>

# WHAT YOU SHOULD KNOW ABOUT EEO



Fort Gregg-Adams Garrison  
Equal Employment Opportunity  
(EEO) Office

## Who We Are

The Fort Gregg-Adams, Garrison Equal Employment Opportunity (EEO) Office encompasses the following positions:

- Equal Employment Opportunity Director
- Complaints Manager
- Disabilities Program Manager
- Special Emphasis Program Manager

The EEO Office staff is on the personal staff of the US Army Garrison Commander, and is not a branch of the Civilian Personnel Advisory Center (CPAC).

## Why We Exist

### \* THE EEO STORY

The foundation for EEO can be traced back to the US constitution. Significant progress in shaping current laws was made between 1941 and 1963 when Presidents Roosevelt, Truman, Eisenhower and Kennedy issued a series of Executive Orders barring discrimination. The passage of Title VII of the Civil Rights Act of 1964 and the Equal Employment Act of 1972 were, and remain, the cornerstones for efforts in eliminating employment discrimination.

## What We Do

The EEO program exists as public law and permanent policy to ensure a discrimination-free environment. The EEO program provides employees with rights and procedures for redress for in which they have suffered discrimination.

### \* EEO MISSION

The Equal Employment Opportunity (EEO) Officer advise Commander and there Staff on matters pertaining to federal civilian equal employment opportunity practices and policies. The EEO staff monitors the civilian workforce to ensure that employment decisions are made without regard to the age, race, national origin, color, sex, religion, genetics, or disability of an employee or applicant

### \* EEO MISSION (Con't)

for employment. The office is responsible for preparing reports and providing information on the Affirmative Employment Plan, the Special Emphasis Program, including the Individuals with Disabilities Program, and the Discrimination Complaint Processing Program. We also provide training to the workforce and advice management and employees on EEO matters.

### \* SPECIAL EMPHASIS PROGRAM

The Fort Gregg-Adams Special Emphasis Program (SEP) is an intricate part of the overall Equal Employment Opportunity (EEO) Program. The SEP and activities sponsored by the SEP are sanctioned under the following authorities:

[Executive Order 11478](#)  
[29 CFR 1614.102 Part \(b\)\(4\)](#)  
[AR 690-12](#)  
[EEO Act of 1972](#)

The Department of Army mandates installations to establish Special Emphasis Programs to promote equal opportunity in the hiring, advancement, training, and treatment of each targeted group. These programs establish necessary change to overcome barriers that restrict equal employment opportunity for women, minorities, and individuals with disabilities.

### \*DISABILITY PROGRAM

The Fort Gregg-Adams EEO Disability Program (DP) mission is to increase the opportunity of employment for people with targeted disabilities within the Federal workforce. The DP seeks to expand the current pool of talent within the Federal workforce, through improved recruiting, hiring, retention, and advancement of employees with disabilities. especially those with targeted or more severe disabilities.

These are Special Hiring Authority Hiring Methods:

- > Schedule A
- > Veterans' Preference

### \* CUSTOMER FOCUSED SERVICES OFFERED:

- > Command Climate Surveys
- > Mediation
- > Sensing Sessions

### \* OBSERVANCE SPONSORED:

- > National Disabilities Awareness Month

### \* EEO COUNSELOR PROGRAM

The Army's EEO Counseling Program is the mechanism used by applicants and employees within the US civilian workforce to seek and obtain redress for discrimination at the informal level. The first step is to make contact with the EEO Office. An EEO Counselor is assigned when required (see diagram on next page, EEO Complaint Processing Procedure), the counselor makes informal inquiries into the specific incident(s) of alleged discrimination. The counselor's focus is only the information necessary to reach an informal resolution to the complaint. This is not an investigation, this is an attempt to resolve the concern at the lowest possible level.

The purpose of the Informal resolution is to reduce the enormous financial and morale drain caused by complaints that progress through the system. In the Fort Gregg-Adams EEO Office a significant amount of complaints are resolved at the informal level.

### \* TRAINING OFFERED

- No Fear Act
- EEO Awareness
- New Supervisors & Employees
- EEO for Leaders
- Anti-Harassment